


this year although they are a sizable portion of the Department of Agriculture reporting. The Department of State is tabulating its "Economic and Political Reporting." The National Security Agency was advised to include "Intelligence Reports" totals because the final report to OMB does not identify any portion of the total or costs. It does not identify classified reports or give any specifics on the form.

7. The National Archives and Records Service is developing a handbook and other material to assist evaluators in weighing the merits of various reports. This should be distributed in the next few weeks. Also NARS will conduct training workshops in the coming year. Chapter four (pages 17-24) in the attached handbook "Estimating Paperwork Costs" and the attached forms are early guidance circulated by NARS.

8. The immediate action required is for an agency inventory of its total number of reports in 3 categories (Public, Internal, and Interagency) and their cost. Finally, and even more important, is the estimate of the reduction of that cost contemplated. This is due by 31 October 1970. The cost figures are definitely more important than the number of reports. By next year we must complete an analysis of those to be eliminated and improved.

STATINTL


CIA Records Administration Officer

Attachments:
As stated

25 YEAR RE-REVIEW